

Commonwealth of Kentucky



HRIS Overview

Personnel Administration
<http://personnel.ky.gov>

Introduction

Thank you for your interest in the Commonwealth of Kentucky HRIS (Human Resources Integrated Systems) Project. The Personnel Cabinet is in charge of making sure this system is implemented in a very cost and time effective manner. In this document you will find a basic overview of what the Commonwealth hopes to accomplish by implementing this system.

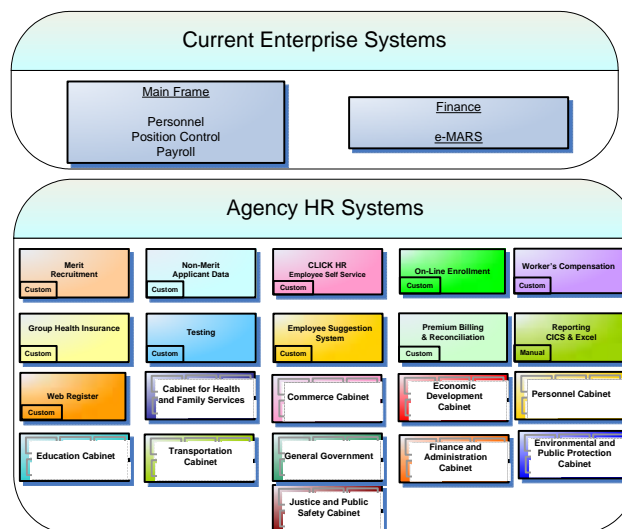
The Personnel Cabinet is dedicated to providing exceptional services and leadership for effective, efficient, and proactive human resources management. We want the Commonwealth to serve as a national model for innovative, accessible and responsive human resources services. The best way to accomplish these goals is to implement a cutting edge HRIS system that will serve the needs of the Commonwealth for many years in the future.

Background

In the 2005 Spring Session, the Legislature funding for this project was included in the FY 2005 budget. The goal of the project team is to release an RFP to the public in May of 2006. The HRIS Vendor would be in place by mid-2006 and the system would be ready to go live sometime in 2008. All of these dates are estimates and can and will change once the Vendor is selected

Current Payroll/Personnel/Benefits Systems

- Current Personnel and Payroll systems are 23 years old
- DOS based “green screen” system – not user friendly
- Over 11 separate databases currently store employee information. Most of these are custom pieces of software that do not talk to each other.
- Redundant input of personal data for employees by different branches

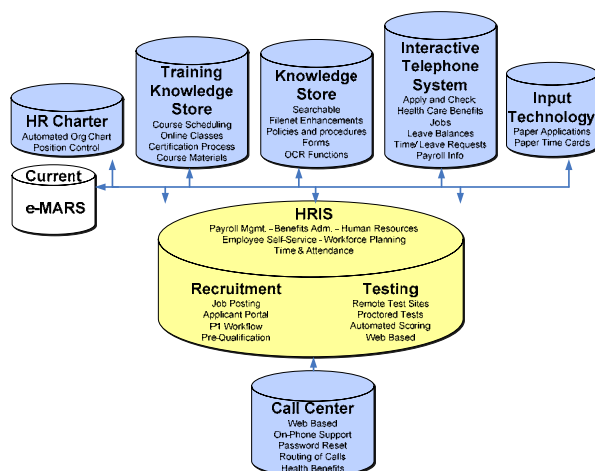


Future HRIS System

The new System should seamlessly interface with:

- The MARS financial System
- New Recruitment & Testing System (implementation in progress)

The Goal of the HRIS is to take an employee from hire to retire within one integrated system.



Scope of the system

The new system will need to accommodate the following areas of the Personnel Cabinet functions.

Interface with the Recruitment and Testing System (Implementation in progress)

Classification and Compensation

HRIS should be able to administer a compensation structure and have the ability to make mass changes to compensation through percentage increases or dollar amounts. Sub-topics include:

- Salary Schedules and Additional Pay
- Pay Rate Maintenance
- Classification Reviews/Audits
- Analysis
- Reporting
- Data Elements

Position Control

The solution should have mass change capability to assist in reorganizations while retaining history of previous structure. Sub-topics include:

- Basis for Position Control
- Position Maintenance
- Budget Projections
- Inquiry and Reporting

Human Resource/Personnel Administration

The HRIS system should support the tracking, management, and statistical analysis of the Personnel programs listed below, as well as compliance with related Federal reporting requirements:

- Affirmative Action
- Workforce Planning
- Employee Maintenance (including Separation)
- Skills Inventory
- Length of Service
- Performance Evaluation
- Disciplinary Actions
- Employee Suggestion Program
- Employee History
- Employee Self-Service
- Employee Relations
 - Collective Bargaining
 - Contract Administration
 - Grievances and Employee Complaints
 - Safety
- Health and Safety
- Employee Recognition
- Interfaces
- Inquiry and Reporting

Benefits

The Commonwealth administers health insurance to approximately 230,000 state employees, retirees, universities / community colleges and local governments. The system should be able to administer benefits to employees with on-line enrollment with interfaces to various insurance carriers, produce a suite of employee communication form letters, support the administration of numerous plans, report and track various statistics with on-line changes by employees to health, life, dental and flexible spending accounts. Sub-topics include:

- Benefit Plan Administration
- Benefit Plan Eligibility
- Benefit Plan Costs
- Vendor/contract Administration
- Interfaces
- Inquiry and Reporting
- Employee Self-Service

Payroll

The new system should have the ability to process unlimited deductions, taxes and earnings types. The system should provide notification if not enough FICA and local taxes are paid, perform garnishment calculations and notify if the garnishment exceeds the maximum, adjust earnings and/or deductions, and process supplemental pay. Sub-topics include:

- Calculations
- Payroll Processing
- Audit and Controls
- Interfaces
- Inquiry and Reporting
- Employee Self-Service

Time and Labor

The system should allow for time entry via an employee self-service facility with workflow approvals and electronic signatures, and allow for remote access to enter time with agency-specific selection menus. The system should be able to track dual status employees with multiple funding sources allocated across multiple accounts and multiple agencies. Sub-topics include:

- Time Entry
- Travel Entry
- Labor Distribution
- Inquiry and Reporting

Employee Leave Accrual

Multiple types of leave should be tracked including: FMLA, Sick, Vacation, Leave Without Pay, and Compensatory Time-off. The system should be able to track the donation of leave time from employee to employee, transfer of balances, and be able to track and record adjustments to leave. Sub-topics include:

- Leave Calculations and Payments
- Leave Tracking
- Inquiry and Reporting

Training

The system should store and manage all training related materials for all aspects of the Commonwealth's employee training needs. It should schedule and track training across the Commonwealth. Sub-topics include:

- Training Program and Course Development
- Training Needs Assessment
- Training Administration
- Training Costs and Receivables
- Inquiry and Reporting
- Employee Self-Service

General Requirements

The system should provide an integrated, searchable database that includes a user friendly web interface. It should be workflow-driven and incorporate robust and highly flexible application security. The Commonwealth requires the migration of 3 – 5 years of historical data into the new system with 70 years of preceding data (in some cases) easily retrievable for users in a database. General functional and technical sub-topics include:

- Security and Audit
- Database Management System
- Input Methods and Devices
- Integration
- Desktop Configuration
- User Interface
- Help Capability and Documentation
- Workflow
- Data Warehouse/Decision Support
- ADA Compliance
- Technical Infrastructure and Performance Specifications